

**RULES
OF
THE BOARD OF REGENTS
OF THE
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
INSTITUTIONAL STUDENT HOUSING RULES**

**CHAPTER 0240-4-2
EAST TENNESSEE STATE UNIVERSITY STUDENT HOUSING RULES**

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0240-4-2-.01 ELIGIBILITY.

- (1) The University provides the maximum amount of student housing permitted by institutional resources. Students residing in housing each spring semester are given first choice for fall housing during a designated period. Space for new students in housing is assigned on a “first come, first served” basis regulated by the date the housing application is received. An early application is necessary to insure a room in a residence hall or an apartment.
- (2) The University provides housing for faculty and staff only on a temporary (60-day maximum) basis, and then only when space is available. Temporary housing must be vacated by the first day of the month in which the regular fall term begins. All occupants using temporary housing are bound by the same rules and regulations as regular student occupants.
- (3) Each student living in the residence halls must have registered at East Tennessee State University as a full-time undergraduate or graduate student, unless he/she has received special permission from the Director of Housing and Residence Life. A special form for approval to live in housing when a student is not full-time is available in the Office of Housing and Residence Life. Married students must have permission from the Director of Housing and Residence Life to live in the residence halls. It is the prerogative of the Director of Housing and Residence Life to refuse a room assignment to any applicant or to terminate the occupancy of any resident when there is justification.
- (4) Students who become academically ineligible to return to school will automatically have their housing contract for the next semester canceled. A student may reapply for housing after he/she has been readmitted by appeal. Arrangements to remove any belongings in University housing should be made with the Office of Housing and Residence Life immediately after notification is received concerning academic ineligibility to return. Housing deposits will be automatically refunded, unless the Office of Housing and Residence Life is notified in writing by the resident to do otherwise.
- (5) Hall and room assignments are made according to the date the completed housing application and deposit are received by the Comptroller’s Office, the student’s stated preferences for a particular hall and/or roommate, and space availability. Applications received after July 1 will be assigned according to the date received and geographical location (not within commuting distance).

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed January 11, 2002; effective May 31, 2002.

0240-4-2-.02 RESIDENCE HALL CONDUCT AND DISCIPLINARY SANCTIONS.

- (1) Violation of University and housing rules and regulations will be dealt with through the Office of Housing and Residence Life staff, and/or referred through the University Disciplinary Procedures.
- (2) Residents must be in compliance with all rules and regulations as stated in the Residence Hall Student Handbook, and the University Student Handbook, The Spectrum. Additional regulations relevant to residents will be made via memoranda flyers, and/or notices.
- (3) The following are used in dealing with policy and rule violations within the residence halls, and depending on the nature and severity of the violation, one or more may be used.
 - (a) Warning by Resident Advisor (RA);
 - (b) Conference with Resident Director (RD); Building Coordinator (BC);
 - (c) Residence Director/Building Coordinator Warning;
 - (d) Charged for damages;
 - (e) Restriction of privileges;
 - (f) Conference with the Area Coordinator, Apartment Manager or Assistant Director of Housing and Residence Life.
 - (g) Conference with Director or Associate Director of Housing and Residence Life;
 - (h) Moved from room , residence hall or apartment to another room, residence hall or apartment;
 - (i) In-House Warning (does not go in permanent file in Office of Student Affairs);
 - (j) Official Warning;
 - (k) Residence Hall Probation;
 - (l) Assigned work on campus or community service hours through Volunteer ETSU;
 - (m) Dismissal from University Housing;
 - (n) Referral to Senior Associate Vice President for Student Affairs and Dean of Students;
 - (o) Referral to the University Counseling Center. The student is mandated to visit the University Counseling Center for an initial evaluation and follow-through on any prescribed treatment program.
 - (p) Fines - In cases involving violation of the University alcohol and drug regulations, fines in the following amount may be imposed:
 1. First offense \$25.00
 2. Second offense \$50.00
 3. Third offense \$100.00

All funds from fines will be used to support the University's drug and alcohol education and awareness programs.

(Rule 0240-4-2-.02, continued)

- (4) Once approval for changing rooms is given, the resident has twenty-four (24) hours in which to make the move, or else lose the newly assigned space. If the original space has been assigned, the student may be given space where available.
- (5) Any resident moving from his/her assigned room without permission will be subject to disciplinary action.
- (6) Residents should enter and exit at designated doors. A locked exterior door "propped" open is endangering the safety and security of other persons and property. This is considered a serious disciplinary matter. The Hall Staff should be consulted for designation of an authorized door.
- (7) Any resident giving unauthorized access to the residence facility will be subject to disciplinary action.
- (8) State laws and University policy prohibit giving false alarms or bomb threats, discharging fire extinguishers, removing exit signs, propping fire doors open, tampering with smoke alarms, activating fire hoses and setting fires of any kind within the residence hall or on campus. Violators are subject to immediate dismissal from University housing, possible judicial action and/or criminal prosecution.
- (9) Noise is a community problem which must be dealt with by the community. Each resident has the responsibility not to infringe on the rights of others with noise pollution. Personal and group pressure is the most effective way to regulate a noise problem. Residents have the right, the responsibility, and are expected to approach noise violators in a constructive, assertive and firm manner. Violators are expected to remedy the problem and be sensitive to the needs of other residents. Excessive noise will result in disciplinary procedures for the resident or residents causing the noise.
- (10) University regulations and/or state laws, designed with safety in mind, prohibit possession or use of these items in the residence facilities: firearms, ammunition, explosives, combustion engines, combustibles, lethal weapons, fire-crackers, alcohol, illegal drugs and narcotics, drug paraphernalia and pets (except fish, in an aquarium, not to exceed ten (10) gallons), water beds, added door locks, use of all tobacco products, and weight lifting equipment.
- (11) State law states that "It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, shotgun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, explosive device, bowie knife, dirk, dagger, sling-shot, leaded cane, switch-blade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public school campus, grounds, recreation area, athletic field, or other property owned, used or operated by any board of education, schools, college, or university board of trustees, regents or directors for the administration of any public or private educational institution."

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed August 29, 1988; effective October 29, 1988. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 17, 2002; effective February 28, 2003.

0240-4-2-.03 RESIDENT RESPONSIBILITIES.

- (1) When checking in, the student must contact the hall staff to secure and complete the Information/Inventory/Assessment (IIA) card. The IIA card should be checked for accuracy; a note

(Rule 0240-4-2-.03, continued)

of any discrepancies should be made on the card. The student may be charged for damaged or missing items that are not noted on the IIA card.

- (2) A key/card access will be issued to each resident upon checking into the hall. If the key/card is lost, stolen or misplaced, a resident may sign out a temporary key/card from the hall staff until the lock can be rekeyed/or card replaced. The resident bears the cost for rekeying the lock and/or replacing the card. It is the resident's responsibility to have their card replaced. If a resident fails to return the issued key/card when checking out or withdrawing, the lock will be rekeyed and/or card will be deactivated, and the resident will be charged the cost of the rekey and/or card replacement.
- (3) Residents should guard their room key/card access for their security and protection. It is the responsibility of the resident to keep up with his/her room key/card access and to have it available to gain access to the hall/room when needed.
- (4) The resident is responsible for the condition of the room and all furnishings which are assessed, and shall reimburse University Housing for all damage to or loss of these accommodations and furnishings. Residents of a facility may also be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests. Charges for damages and/or cleaning will be assessed against the resident(s) by the University via the student account(s) or housing deposit(s). Determination of the amount of such loss or damage shall be made by the University. Failure to pay the assessment will result in an encumbrance on the resident's registration or future housing.
- (5) The University reserves the right to enter the resident's room to sustain proper maintenance and thereby insure the health and safety of all residents of the hall, to secure the building prior to each semester break or vacation and/or to investigate when reasonable cause exists to believe that violations of rules, regulations, and state/federal laws are occurring.
- (6) Routine room inspections are conducted by hall staff once a week. These inspections are made to insure that:
 - (a) Resident and residence staff communications are maintained;
 - (b) University property is being used properly;
 - (c) Reasonable standards of room cleanliness, safety and sanitation are being observed;
 - (d) Maintenance requirements are reported.
- (7) The University cannot be responsible for loss or damage to personal property. Residents or their parents are encouraged to carry appropriate insurance to cover loss.
- (8) All trash and garbage is to be taken to the dumpster located adjacent to the residence facility. Trash or garbage left within or around the residence facility will result in an assessment against the resident(s).
- (9) For everyone's protection and safety, and in accordance with Housing regulations and the National Fire Codes, fire drills will be conducted on a regular basis (3 times per semester). Fire drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions occurring in case of fires. All residents and guests are required to take part in the fire drill and leave the building. Failure to evacuate a building during a fire alarm could result in immediate dismissal from the residence facility or other appropriate disciplinary action. Residents are urged to protect themselves by complying with regulations and being familiar with emergency procedures.

(Rule 0240-4-2-.03, continued)

- (10) Regulations for protection of residents.
 - (a) Avoid using flammable room decorations.
 - (b) Smoking and the use of tobacco products are prohibited in any residence facility.
 - (c) Never use multiple plugs or extension cords-avoid overloading circuits.
 - (d) Electrical wiring should never get placed under rugs, carpets and mattresses, or around doors or window casements.
 - (e) Never use items with frayed or broken wires.
 - (f) Lighted candles and lighted incense are prohibited.
 - (g) Use of live Christmas trees is prohibited.
 - (h) Gasoline, oil-base paint or oily rags should not be stored in the building.
 - (i) Report any fire or empty fire extinguishers to the hall staff.
 - (j) The following appliances may not be used in the resident's room: sun or halogen lamps, open-faced electrical (hot plate) or heating appliances, air-conditioners, outside antennas, or any item(s) which cause electrical breakers to trip.
 - (k) If fire alarms sound, leave the building immediately by the nearest fire exit.
 - (l) Nothing is to be attached to the ceiling nor may it be defaced in any way.
- (11) Long distance telephone calls may not be charged to room telephones or any other campus telephone. Long distance calls may be made by using a personal phone card or an authorization number which may be obtained from the Office of Information Technology. Misuse of the telephone, cable t.v., or data access equipment is considered a disciplinary matter.
- (12) Window screens are health and safety equipment and should not be unhooked or removed from the windows. If a screen is damaged, it should be reported to the facilities staff immediately. Removal or damage will result in an assessment.
- (13) Balconies, roofs, and window ledges are not designed for pedestrian traffic. Therefore, in the interest of personal safety, standing on or being on these surfaces is prohibited.
- (14) Transfer of furniture within or between the residence facilities by residents is prohibited. Residents are not permitted to use furniture from a public area, nor may they remove from the room items that are furnished by the University.
- (15) Because of damage to University property and possible personal injury, bicycles, motorcycles, skateboards, roller skates and similar items are not to be ridden in student rooms, hallways, stairwells or any other area in the building.
- (16) Dirty dishes may not be left in bathroom lavatories or in kitchen sinks.
- (17) Dart boards are prohibited in all residence facilities.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed January 11, 2002; effective May 31, 2002.

0240-4-2-.04 VISITATION POLICY.

Visitation Policies and Lifestyle Options

The Office of Housing and Residence Life strives to provide affordable, enjoyable, safe, and well-maintained services and facilities for students living on campus. It is also a goal to establish interactive and inclusive communities within the residence facilities through the participation and involvement of all members. A variety of lifestyle options provides opportunities for students to engage in active social learning in a structural environment such as the residence halls. This environment can allow for lifestyle choices, yet set high expectations for students and encourage value clarification, independence and autonomy.

All residents are expected to contribute to the development of the community by demonstrating respect for themselves and others. Visitation policies state the time, place, and manner in which residents may host visitors of either sex in their rooms or other living areas of the residential units. These policies cover the room/apartment, hallways, lobbies, and all other common areas of the residence facility/apartment and are in effect at all times throughout the year.

The procedures are designed to accommodate visitors in a manner that is respectful and responsive to resident concerns for safety and privacy, while ensuring an appropriate balance between academic and social needs within the residence community. At no time should the presence of visitors disrupt the community or supercede a roommate's right to privacy.

- (1) Residents may choose between halls/floors/areas with the following Lifestyle Options:
 - (a) Restricted visitation in which no guests of the opposite gender are allowed at any time may be requested by a student. A floor, wing or individual room may be designated a restricted visitation area by the Office of Housing and Residence Life, depending on demand.
 - (b) During the first two weeks of the academic year, the residents of each designated facility/apartment will vote on their visitation hours for that academic year. Three choices ranging from noon to midnight on Sunday through Thursday with a noon to 2:00 a.m. Friday and Saturday will be presented for a vote by each Hall Council, and a simple majority vote of the residents is required for implementation.
 - (c) Designated halls/apartments will vote on visitation hours as defined in Option (b). Additional hours may be selected to include visitation from noon Friday to Sunday midnight. A designated area, generally the lobby, will be established to allow assigned residents to host guest of both genders on a 24-hour basis.
 - (d) The Office of Housing and Residence Life will designate selected facilities/apartments as co-educational by floor, wing, or alternating room/apartment. Residents will select their own visitation hours. Roommates must agree on the designated hours.
- (2) Every effort will be made to provide each resident the type of housing option requested, but the University reserves the right to defer individual assignments, if building space and student choice make this necessary.

(Rule 0240-4-2-.04, continued)

- (3) These options for visitation shall operate in accordance with the following policies:
- (a) Hall staff is expected to be on the premises during special events and visitation, except during times of zone coverage, during which time housing personnel will be responsible for the afternoon visitation of a specified area.
 - (b) Each guest must check in and out of the residence facilities at the lobby desk. Procedures will be determined by the Office of Housing and Residence Life.
 - (c) Each guest must be escorted from the lobby to the host/hostess' room and from the room back to the lobby to check out. Guests are not to be unattended in the hall or stairwells at any time.
 - (d) Designation of bathroom facilities: For residence facilities with individual or suite bathrooms, visitors shall use these. For those residence facilities with specified bathrooms for members of the opposite sex, visitors shall use these. In residence facilities with no such designation, the Hall Staff shall designate one during visitation.
 - (e) During visitation, proper conduct and decorum are important and expected of both the host/hostess and the guest(s). Guests may be asked to leave the building and/or be prohibited from visiting if found to be violating policies, damaging property, or being a potential harm to themselves or others.
 - (f) Room checks may be made by facility staff at any time during room visitation.
 - (g) In facilities that are not pre-designated as No Visitation or as Co-educational by the Office of Housing and Residence Life, the residents shall vote during Fall Move-in on their choice for visitation hours for their hall/apartment. Hall Council and/or residence facilities staff in accordance with housing personnel will decide each spring semester for the following fall on three options for hours under option (b). The three options under these plans will be called the maximum hours, medium hours, and minimum hours they would want under their designated plan. A simple majority vote is required for implementation.
 - (h) Unless the Hall Council petitions to the Office of Housing and Residence Life by December 1 for a change in hours, the same hours will remain in effect for the spring semester. A Hall Council can petition to the Office of Housing and Residence Life for a change in their visitation plan for the following semester if demand dictates. A simple majority vote of the residents is required. The Office of Housing and Residence Life reserves the right to approve visitation plan changes after ascertaining the demand, usage, staffing, and occupancy rates of the hall. Also, summer/semester break visitation plans will be determined accordingly.
 - (i) Visiting hours in hall lobbies not designated as 24-hours are from 9:00 a.m. to midnight, Sunday through Thursday and 9:00 a.m. to 2:00 a.m., Friday and Saturday.
 - (j) Overnight guests of the same gender must be registered with the hall staff and are permitted to stay for a maximum of three consecutive nights in a thirty-day period. The roommate must approve, and there must be an unoccupied bed available in the room for each person staying overnight.
 - (k) With the increased visitation privileges, there is a greater responsibility to be shared. The primary responsibility for management of the total visitation program rests with the individual resident, Hall Council, Residence Hall Association, and the residence facilities and housing staff.

(Rule 0240-4-2-.04, continued)

- (l) All violations of the visitation policy shall be dealt with through the established judicial procedure of the Residence Hall Association, Residence Hall Judicial Board, Office of Housing and Residence Life, and East Tennessee State University. Visitation violations are to be considered serious and dealt with in that manner. Failure to comply with visitation policies may result in disciplinary action, which may include losing visitation privileges or being moved to another lifestyle option hall.
- (m) Classification of major visitation violations:
 - 1. Deliberate avoidance of regulations governing visitation (example: sign-in/sign-out procedures, uninvited or unescorted guests, entrance or exit from non-designated doors).
 - 2. Entertaining guests at times not designated or for extended periods beyond the close of visitation.
 - 3. Failure to comply with the rules of the Tennessee Board of Regents, East Tennessee State University, Office of Housing and Residence Life, and the Residence Hall Association.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 17, 2002; effective February 28, 2003.

0240-4-2-.05 CONTRACT TERM AND CONDITIONS.

- (1) After a housing assignment has been made to a prospective resident, he/she must sign a student housing contract that is legally binding for the academic year. Spring and Summer only contracts are available.
- (2) Initial rent payments are due at the same time as fees. Holidays and breaks are not included in the contract or rent. A person moving into a residence hall or paying rent without signing a housing contract is obligated to the terms of the contract. Students may pay residence facilities rent by the semester in three installments along with tuition and fees using the University Deferred Payment Policy which requires a minimum down payment of 50% of tuition, fees, rent, and meal plan, along with a \$10.00 service charge for fall and spring semesters. Any payment after the grace period will include a \$25.00 late charge. Any payment plan must be arranged with the Comptroller's Office at the time rent is due. Students may choose to pay semester rent in three installments (except summer housing). The first installment is due at the time fees are due. Students may be billed seven to ten days prior to the due dates of the second and third installment with a \$5.00 service charge included with each of three payments. Any payment after the grace period will include a \$5.00 late charge. Students will be asked when paying their fees how they want to pay. All financial aid granted to students (whether grant or loan) must first be applied to tuition, room, and board, with any excess going to the recipient. Students who have financial aid (grant or loan) sufficient to pay full fees, including room rent, are not eligible for installment payments.
- (3) A resident may request to break the housing/meal plan contract by completing the Request for Refund Form or the Request to Cancel Contract Form. A housing/meal contract may be canceled for the following reasons:
 - (a) Resident is not enrolled;
 - (b) Resident graduates;

(Rule 0240-4-2-.05, continued)

- (c) Resident transfers;
 - (d) Resident is participating in an academic internship which places an undue hardship upon the student to remain on campus in terms of distance;
 - (e) Resident is married during the contract period and the original marriage certificate recognized by the State of Tennessee provided for verification;
 - (f) Resident has a medical condition, confirmed in writing by a licensed medical physician, which would require them to leave the residence hall/apartment;
 - (g) Other reasons for canceling the housing/meal plan contract would necessitate an appeal process.
- (4) If for any reasons between fall semester and spring semester the resident's situation changes after the contract has been canceled, the contract will remain in effect and the student will be charged for spring semester housing per the contract.
- (5) The University agrees to furnish living accommodations in one of the University residence facilities for the term of the contract. However, the University reserves the right to change resident assignments in the interest of optimal utilization of space and for health, discipline or other reasons.
- (6) Residence facilities will open at 9:00 a.m. and close at 6:00 p.m. on the dates designated in the current University catalog for the beginning and ending of each semester. Residents will have up to twenty-four (24) hours after their last class to vacate the facilities at the end of each semester. A resident must vacate his/her room within twenty-four (24) hours after he/she officially withdraws from the University or is dismissed for academic or other reasons. During official holidays and between semesters, the University reserves the right to close all halls. Residents needing to stay on campus during these periods must obtain prior approval from the Office of Housing and Residence Life. Specific dates and procedures will be posted at the end of each semester and for holidays.

It will be the resident's responsibility to make prior arrangements with the Office of Housing and Residence Life. There may be a minimal charge for rent payable in advance. Limited space is available and residents allowed to stay on campus during breaks and holidays must move to designated spaces as assigned by housing.

- (7) A private room may be secured only if space is available. Residents desiring a private room must submit in writing their requests to the Office of Housing and Residence Life. When space becomes available, the resident must sign a private room agreement and pay the additional rent which is dependent upon the residence facilities. Once a resident has signed a private room agreement for that semester, the additional rent cannot be refunded if he/she decided to accept a roommate or move to another room. If a resident indicates that he/she does not wish to have a roommate, he/she will be charged for a private room.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed January 11, 2002; effective May 31, 2002.

0240-4-2-.06 RESERVATIONS (DEPOSITS, CANCELLATION AND REFUND POLICIES).

(Rule 0240-4-2-.06, continued)

- (1) Deposits carry over from year to year so that deposits do not have to be made yearly for those returning to residence facilities. The deposit which must accompany the housing application serves as a combination reservation/damage/room clearance deposit. It will be refunded, if and when all money owed by the resident to the Office of Housing and Residence Life and University is paid in full and the housing contract is fulfilled. Failure to properly check out of the residence facilities will result in forfeiture of the deposit. The deposit will be refunded in full; if the University is notified a minimum of fourteen (14) calendar days prior to the first official day of registration; if the student is prevented from entering the University because of personal medical reasons, confirmed in writing by a licensed physician; or if residence facilities space is not available. A full refund will be made in case of death. The deposit is not applied toward rental payments.
- (2) If the contract is not signed and returned by the date specified, the assignment will be canceled and another student will be assigned to that space. If after the stipulated contract date, notification that an assignment is still desired is made to the Office of Housing and Residence Life, the request will be put at the bottom of the assignment list as of that date. The University reserves the right to assign residents to housing on a temporary basis.
- (3) Refund of residence facilities rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall because of personal medical reasons confirmed in writing by a licensed physician, or at the request of the University for other than disciplinary reasons pursuant to Board of Regents rule 0240-2-6-.02(9)(a) and (9)(d). Full refund will be made in the case of the death of a student. Withdrawal for other reasons, except disciplinary reasons, will be subject to the same 75% / 25% amounts and time periods as maintenance fees. Student(s) who are suspended or expelled from the University or residence facilities are not eligible for a refund of housing rent/deposit or University tuition/fees. No refund of residence facilities rent will be made other than under these conditions.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed January 11, 2002; effective May 31, 2002.

0240-4-2-.07 SPECIAL REGULATIONS APPLICABLE TO BUCCANEER VILLAGE (MARRIED STUDENT HOUSING).

- (1) Eligibility.
 - (a) To be eligible for an apartment, the resident must meet the following requirements:
 1. For one bedroom apartments, resident must be married or a single parent, and a full-time student at East Tennessee State University.
 2. For two bedroom apartments, residents must be married and/or a single parent and have children living with them, and a full-time student at East Tennessee State University.
 3. Resident and spouse must both remain in residence at all times.
 4. For efficiency apartments, resident must be a single, full-time graduate student.
 5. A single parent must have legal custody of a child and the child must reside with the parent.

(Rule 0240-4-2-.07, continued)

- (b) Residents of apartments who for any reason terminate enrollment at the University or their eligibility status changes must vacate the apartment within three (3) days from the date of termination or status change.
 - (c) No notice to vacate will be required should the changed status of the resident terminate his eligibility to remain in the family housing area.
 - (d) The University provides housing for faculty and staff only on a temporary (60-day maximum) basis, and then only when space is available. Temporary housing must be vacated by the first day of the month in which the regular fall term begins. All occupants using temporary housing are bound by the same rules and regulations as regular student occupants.
- (2) Residence Hall Conduct and Disciplinary Sanction.
- (a) University regulations and/or state laws, designed with safety in mind, prohibit possession or use of these items in Buccaneer Village: firearms, ammunition, explosives, combustion engines, combustibles, lethal weapons, firecrackers, alcohol, illegal drugs and narcotics, pets (except fish, in an aquarium, not to exceed ten (10) gallons), water beds, added door locks, and weight lifting equipment.
 - (b) Violation of University and Housing and Residence Life rules and regulations will be dealt with through the Office of Housing and Residence Life staff, and/or referred through the University Disciplinary Procedures.
 - (c) Residents must be in compliance with all rules and regulations as stated in the Tennessee Board of Regents' Student Residence Regulations and Agreements, the Buccaneer Village Handbook, and the Student handbook, Spectrum. Additional regulations relevant to residents will be made available via memoranda, flyers and/or notices.
 - (d) The following items are used in dealing with policy and rule violations within the Buccaneer Village, and the order and combination of their use depends upon the nature and severity of the violation:
 - 1. Warning by Resident Advisor;
 - 2. Warning and/or conference with Complex Manager/Building Coordinator;
 - 3. Charged for damages;
 - 4. Conference with Housing and Residence Life Administration;
 - 5. Moved to another apartment;
 - 6. Warning from Director of Housing and Residence Life (does not go in permanent file in Office of Student Affairs);
 - 7. Resident probation from Director of Housing and Residence Life or designee;
 - 8. Assigned community service hours through Volunteer ETSU;
 - 9. Dismissal from Buccaneer Village by Director of Housing and Residence Life or designee.

(Rule 0240-4-2-.07, continued)

10. Referral to Senior Associate Vice President for Student Affairs and Dean of Students.
11. Referral to the University Counseling Center. The student is mandated to visit the University Counseling Center for an initial evaluation and follow-through on any prescribed treatment program.
12. Fines - In cases involving violation of the University alcohol and drug regulations, fines in the following amounts may be imposed:

(i)	First offense	\$25.00
(ii)	Second offense	\$50.00
(iii)	Third offense	\$100.00

All funds from fines will be used to support the University's drug and alcohol education and awareness programs.

- (e) Noise is a community problem which must be dealt with by the community. Each resident has the responsibility not to infringe on the rights of others with noise pollution. Personal and group pressure is the most effective way to regulate a noise problem. Residents have the right, the responsibility, and are expected to approach noise violators in a constructive, assertive and firm manner. Violators are expected to remedy the problem and be sensitive to the needs of other residents. Continued excessive noise will result in disciplinary procedures for the resident or residents causing the noise.
- (3) Resident Responsibilities.
- (a) A key will be issued to each resident upon checking in the apartment. If the key is lost, stolen, or misplaced, a resident may sign out a temporary key from the residence facility staff. This key can only be signed out before the lock is rekeyed and new keys made. The resident then bears the cost for rekeying the lock. Furthermore, if a resident fails to return the issued key when checking out or withdrawing, the lock will be rekeyed and the resident will be charged the cost of rekeying. Children will not be issued a key without written permission from the parent.
 - (b) Residents should guard their apartment key for their security and protection. It is the responsibility of the resident to keep up with his/her apartment key and to have it available to gain access to his/her apartment when needed.
 - (c) Furniture and other equipment provided for the unit is not to be moved from the apartment.
 - (d) No outdoor construction of any type, including fences or canopies, shall be allowed without written consent of the Director of Housing and Residence Life, and no landscaping or gardening shall be permitted except as determined by the University.
 - (e) Residents shall not use padlocks or change locks already in use.
 - (f) Items or debris shall not be thrown nor swept from the windows or doors of any apartment. No refuse, loose paper, bottles, etc., shall be permitted to accumulate outside of the apartment.
 - (g) The residents shall not erect an aerial or satellite dish on the premises. Residents shall display no signs, placards or banners of any type in or about the premises without the prior approval of the Director of Housing and Residence Life.

(Rule 0240-4-2-.07, continued)

- (h) The University reserves the right for its representatives to enter the apartment to inspect and perform maintenance; to ensure that University property is being properly used and to see that reasonable standards of cleanliness, safety and sanitation are being observed.
- (4) Visitation policy
 - (a) Guests shall not be permitted to remain an unreasonable length of time (seven (7) days) without the prior consent of the Office of Housing and Residence Life. Any individual(s) who is enrolled as a student at East Tennessee State University should be an overnight guest for no more than three (3) consecutive days in any 30-day period.
- (5) Contract Term and Conditions.
 - (a) Residents not giving thirty (30) days prior notice in writing shall be charged for the full thirty (30) days rental period from the time of vacating the premises, and the deposit shall be forfeited.
 - (b) The failure or omission by the Office of Housing and Residence Life to terminate the contract for any cause shall not forfeit the right of the Office of Housing and Residence Life to do so later.
- (6) Reservations (Deposit, Cancellation and Refund Policies).

The resident, in addition to paying the rental rate, shall also make a deposit for an apartment as an advance to be used toward payment for any damage to the apartment and equipment assigned to the resident, guest, or agent. The Office of Housing and Residence Life shall refund this deposit, provided the resident performs all obligations to the University, and upon the termination of the housing contract, leaves the premises in acceptable condition. (The kitchen, bathroom, and other facilities must be clean, burned out light bulbs replaced, and all keys returned).
- (7) Miscellaneous.
 - (a) Upon termination of the contract, the resident agrees to remove immediately all furniture and/or other personal property from the premises, and hereby appoints, and constitutes the Office of Housing and Residence Life as agent to place any of the property left on the premises in storage to sell or otherwise dispose of at the expense of the resident.
 - (b) The resident agrees to notify the Office of Housing and Residence Life immediately when there is any change in the number of the family of the resident. In the event husband and wife separate for a period exceeding one (1) month, the Office of Housing and Residence Life shall be notified, and the resident shall, without further notice required by law, terminate the tenancy and vacate the premises immediately.
 - (c) The University shall provide custodial service for public areas. Residents will be required to keep porch areas clean in front of their individual apartments. Custodial personnel may not enter apartments unless so authorized by the Office of Housing and Residence Life or its representatives. Residents are prohibited from using custodial personnel for the cleaning or maintenance of their apartment in any capacity whatsoever.
 - (d) Automatic washer and dryers shall not be installed in the apartment; freezers may be permitted, if approved in advance in writing by the Office of Housing and Residence Life.

(Rule 0240-4-2-.07, continued)

- (e) Clothes shall be dried only in those areas designated by the Office of Housing and Residence Life.
- (f) No articles shall be hung from the windows or doors or placed on the exterior window sills or railing of porch.
- (g) Since solicitors or other salesmen are not allowed access to the premises except with permission from the University, the occupants are requested to notify the Public Safety/Office of Housing and Residence Life of violations of this rule.
- (h) Residents and occupants shall not pursue any business on the premises.
- (i) Residents shall not use any facilities for heating except those provided by the University, unless prior written consent of the Office of Housing and Residence Life has been obtained.
- (j) Residents shall dispose of all garbage and other waste materials in the dumpsters conveniently located near the apartments.
- (k) Residents are permitted only one move within the family housing area after their initial assignment. This rule does not apply to families who become eligible for larger apartments due to increase in family size.
- (l) Residents may not store boats, boat trailer, hauling trailer or trailers of any kind in family housing areas. Residents must make their own arrangements for storage of these items outside of the housing area or in overflow parking.
- (m) All vehicles must be properly registered and operational. Exceptions will be made for vehicles to be repaired within 30 days. Repairs to vehicles must be accomplished in a safe manner and the area immediately around the repair site must be kept clean.
- (n) Residents of Buccaneer village have one 24-hour reserved parking space per apartment in the vicinity of their apartment.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed August 29, 1988; effective October 29, 1988. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 17, 2002; effective February 28, 2003.

0240-4-2-.08 MISCELLANEOUS.

- (1) After each academic term begins and routine moves within the residence halls have settled down, a resident in a room by himself/herself will be given the following options:
 - (a) A list of all residents residing in rooms by themselves will be posted in all residence halls. Residents will have seventy-two (72) hours in which to notify the Office of Housing and Residence Life of other residents on the list with whom they would like to room.
 - (b) Residents residing in a room by themselves may sign a private room agreement and pay the extra rent in order to keep the room private.

(Rule 0240-4-2-.08, continued)

- (c) After seventy-two (72) hours, the staff will consolidate all remaining residents.
- (2) Students should plan to check into their room/hall from 9:00 a.m. to 8:00 p.m., either on the first or second day that the halls open. Students who arrive prior to the opening of the residence facility, or who arrive after the specified check-in time, should make their own arrangements for accommodations. Students who do not check in with the hall staff by 6:00 p.m. on the first official day of classes, or who do not notify the Office of Housing and Residence Life that they will be late, will be reassigned.
- (3) Residence hall check-out procedures:
 - (a) The room should be clean, i.e., floor swept, trash removed from building.
 - (b) The room key must be returned to the hall staff.
 - (c) The hall staff must complete the “check-out” portion of the Information/Inventory/Assessment (IIA) card, noting the condition of the room in the space provided. Any individual or general damage assessments will be subtracted from the deposit.
 - (d) Residents must sign and date the check-out portion of the back of IIA card after all charges, if any, have been identified. For his/her protection, before signing the IIA card and after the hall staff has checked the resident’s room, the resident should line-out the damage column where damages were not indicated by the hall staff.
 - (e) If a resident moves out of University housing during or between semesters for any reason, proper written notification must be given to the Office of Housing and Residence Life. By so doing, the resident may be entitled to a refund of reservation/damage/room clearance deposit and/or rental payments. However, to be eligible, check-out procedures must be followed properly. Notification may be accomplished by letter, or by completion of the Request for Deposit Refund Form available in the Office of Housing and Residence Life.
 - (f) Residents leaving the University during the course of a semester must officially withdraw from the University through the Registrar’s Office, Room 101, Burgin E. Dossett Hall. Additionally, notification of leaving must be made directly to the Office of Housing and Residence Life by the resident.
 - (g) All residents leaving University housing must remove their belongings from the residence halls and follow check-out procedures with the hall staff within twenty-four (24) hours of withdrawing during a semester and twenty-four (24) hours after their last class at the end of the semester.
 - (h) Appeals of charges and general assessments will be heard between the hours of 2:00 p.m. and 4:30 p.m. during the last week of each semester and at other times by appointment only.
- (4) Personal belongings left in the room after the resident has withdrawn or after the contract period has expired will result in the resident being charged for that room or charged for packing and storing the belongings, if storage space is available. Belongings stored for more than one (1) year will be considered “abandoned.”
- (5) Items left in rooms after a residence hall has been officially closed, left in storage for more than one (1) year and/or not marked to show ownership will be declared abandoned and disposed of according to the “Uniform Disposition of Unclaimed Property Act” (T.C.A. §66-29-103, et seq).

(Rule 0240-4-2-.08, continued)

- (6) Approval must be obtained for all special events and displays held within or adjacent to the residence facilities. Approval may be obtained through the Office of Housing and Residence Life. All signs and other items connected with the special event must be removed and the area cleaned within forty-eight (48) hours after the event.
- (7) Consideration hours are in effect twenty-four hours a day. Additional quiet hours/loud hours may be voted in by the residents in each hall. Consideration hours mean at all times residents should respect each other's rights to a noise free environment and work cooperatively together to ensure the hall environment is conducive to study, sleep and comfort. From 10:00 p.m. to 7:00 a.m. each day will be considered "quiet hours," and hall staff will monitor the halls to ensure that individual rooms and hallways are free of noise.
- (8) Salespersons, commercial advertising persons and/or solicitation of any kind are prohibited within and around the residence halls. Student organizations may request permission to sell in the lobby area only by contacting the Office of Student Life and Leadership.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 17, 2002; effective February 28, 2003.